

Adding Lot Inventory

1	Click on Lot Numbers
2	Click Search/Add
3	Enter the Lot Number in the appropriate field
4	Click the Search button
5	Assuming your Lot is not listed click the Add button. If your Lot IS listed go to step 16 .
6	Select the Vaccine from the drop list
7	Select the Manufacturer from the drop list
8	Enter the Lot Number if not populated
9	Enter the Expiration Date
10	If not privately purchased select Yes .
11	Select the Reason for Change
12	Enter the Transaction Date if not already populated
13	Enter the Number of Doses Being Added
14	Select an NDC Number if desired.
15	Click the Add button

16	Click on the row for the Lot you wish to alter.
17	Click the Edit button
18	To Add Doses to an existing Lot click the Add Doses (+) button
19	Select a Reason for Change
20	Adjust the Date of Transaction if needed.
21	Enter the Number of Doses Being Added .
22	Click the Submit button to save changes
23	To Subtract Doses to an existing Lot click the Subtract Doses (+) button
24	Select a Reason for Change
25	Adjust the Date of Transaction if needed.
26	Enter the Number of Doses Being Subtracted .
27	Click the Submit button to save changes